

**Michigan Supreme Court
State Court Administrative Office
Hall of Justice
P.O. Box 30048
Lansing MI 48909
(517) 373-4835**

COURT SECURITY OVERVIEW

Name of Court: _____

Name of Facility: _____

Street Address: _____

City/State/Zip: _____

Date Completed: _____

INSTRUCTIONS:

The Court Security Overview form is intended to collect information from local courts needed for a court security audit.

- 1) Complete a Court Security Overview form for each building.
- 2) Complete a separate Judicial Chambers Worksheet for each judicial chamber.
- 3) Complete a separate Courtroom Security Worksheet for each courtroom.
- 4) Return the completed forms and all requested attachments to the State Court Administrative Office.

The following terms are defined to assist in the completion of this document.

Building: Any structure that houses any area designated for use by the Judiciary or court staff. Include governmentally owned facilities as well as leased space.

Judicial Facility: The space within the building that is designated for use, in whole or in part, by the Judiciary, judicial staff, or court staff.

Adjacent Building Areas: All areas of the building which are not part of the judicial facility. Areas also include public areas and, non-judicial offices.

General Building Information

Briefly describe the County where the building is located (population, population centers, main businesses, urban, rural, highlights, etc.)

Briefly describe the city or community where the building is located (population, main businesses, urban, suburban, rural, community highlights, etc.)

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Briefly describe the immediate environment of the building in all directions: (business, urban, sub-urban, residential, industrial, etc.)

Is the building publicly or privately owned? Who owns the building?

How many floors does the building have (including sub-levels)?

Which floors contain Judicial facilities?

What is the type of building construction (concrete, brick, glass siding, steel framed, etc.)?

Building Construction Date:

Building Addition(s) Date(s):

Judicial Facility last renovated date:

Is the building a historically registered landmark?

☐ Yes ☐ No

Are there any plans to move, renovate, remodel, or build any part of the judicial facility?

☐ Yes ☐ No

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PARKING:

	<u>Location</u>	<u>Reserved Judicial</u>	<u>Staff</u>	<u>Public</u>
Private or Commercial Lot	_____	_____	_____	_____
Municipal Public Lot	_____	_____	_____	_____
On Street	_____	_____	_____	_____
Building Exterior Lot	_____	_____	_____	_____
Building Interior	_____	_____	_____	_____

BUILDING ENTRANCES:

	<u>Number</u>	<u>Locations</u>
Public:	_____	_____
Private:	_____	_____

ELEVATORS:

	<u>Number</u>	<u>Locations</u>
General Public	_____	_____
Private Use	_____	_____
Prisoner	_____	_____

STAIRWAYS:

Number allowing access to all floors	_____
Number allowing access to Judicial facilities (points of access alarmed <input type="checkbox"/> Yes <input type="checkbox"/> No)	_____
Number of internal fire escapes	_____
Number of external fire escapes	_____

*** Please attach floor plan(s) for the entire building.

*** Please attach a complete list of tenant agencies/departments by floor.

Building Security Information

Who is responsible for overall building security (private owner, government entity, sheriff, other)?

When was the last physical security audit or survey conducted? _____

Who conducted the last audit or survey? _____

*** Please attach a copy of the last survey and recommendations

PERIMETER

Do uniformed security staff patrol the perimeter of the building?

☐ Yes ☐ No Frequency of patrol: _____

Is the perimeter of the building monitored by closed-circuit TV?

☐ Yes ☐ No Number of cameras: _____

List the locations of the cameras:

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INTRUSION ALARMS

Does the building have intrusion alarm systems covering:

Doors?	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> None
Windows?	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> None
Interior areas?	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> None

Does the judicial facility have intrusion alarm systems covering:

Doors?	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> None
Windows?	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> None
Interior areas?	<input type="checkbox"/> All	<input type="checkbox"/> Some	<input type="checkbox"/> None

List special alarmed points or areas of protection within the judicial facility (safes/vaults, file areas, offices/chambers, etc):

Where does the system send the alarm? (e.g. Sheriff Dept., central dispatch, private company, etc)

*** Please provide a copy of all contracts associated with the alarm system.

WEAPONS SCREENING

Are there signs announcing screening posted at all entrances?

☐ Yes ☐ No

What do the signs say?:

Are people and packages screened at all unsecured entrances?

☐ Yes ☐ No

If yes, how are they screened? (list manufacturer and model for each)

<input type="checkbox"/> Metal detector - walkthrough	<input type="checkbox"/> Metal detector - x-ray
<input type="checkbox"/> Metal detector - handheld	<input type="checkbox"/> Visual inspection
<input type="checkbox"/> x-ray	<input type="checkbox"/> e-scan

Who is allowed to by-pass weapons screening?

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Who accesses building via secured entrances?

Are people and packages ever searched at secured entrances

☐ Yes ☐ No Explain _____

What is screening searching for?

What happens to confiscated items?

*** Please attach copies of the building's and/or court's weapons policy, weapons screening policy, and any administrative orders regarding weapons, or weapons screening.

INTERIOR:

Do uniformed security staff patrol the interior of the building?

☐ Yes ☐ No Frequency of patrol? _____

Is the interior of the building monitored by closed-circuit TV?

☐ Yes ☐ No Number of cameras: _____

List the locations of the cameras:

*** Please attach a complete listing and description each security post and/or description of patrol duties and schedule.

EMERGENCY PREPAREDNESS

Are there written emergency procedures for:

Medical Emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bomb Threat (evacuation and search)	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Evacuation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Natural Disaster	<input type="checkbox"/> Yes <input type="checkbox"/> No
-Tornado	<input type="checkbox"/> Yes <input type="checkbox"/> No
-Severe Weather	<input type="checkbox"/> Yes <input type="checkbox"/> No
-Flood	<input type="checkbox"/> Yes <input type="checkbox"/> No
-Winter/Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power/utility failure	<input type="checkbox"/> Yes <input type="checkbox"/> No
Civil Disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hostage Situation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prisoner Escape	<input type="checkbox"/> Yes <input type="checkbox"/> No

*** Please attach copies of each of the written emergency procedure plans.

When was the last local fire department inspection of this building? _____

*** Attach a copy of the inspection report

Is the building equipped with fire sprinkler system? ☐ Yes ☐ No

Is the building equipped with an emergency generator? ☐ Yes ☐ No

How many First Aid _____ and CPR _____ trained persons are on the court staff?

How many First Aid kits are available? _____

Prisoner Transport and Holding

Who is responsible for transporting prisoners to the courthouse? _____

Is there a secured place to bring prisoners into the courthouse? ☐ Yes ☐ No

Are prisoners transported through a secured passage in the courthouse? ☐ Yes ☐ No

Does the courthouse have holding cells? ☐ Yes ☐ No

Are there adequate facilities to segregate:

Prisoners of different sexes ☐ Yes ☐ No

Juvenile prisoners ☐ Yes ☐ No

Hostile groups ☐ Yes ☐ No

Does the holding cell have any blind spots that can not be observed from the outside of the cell?
☐ Yes ☐ No

Is/are the holding cell(s) equipped with:

fixed benches ☐ Yes ☐ No

toilet facility ☐ Yes ☐ No

wash basin ☐ Yes ☐ No

Audio (to hear proceedings) ☐ Yes ☐ No

Video (to see proceedings) ☐ Yes ☐ No

Who is responsible for prisoners in the courtroom? _____

Are there adequate facilities for attorney-client conferences for prisoners?

Are all prisoners searched prior to putting them into a cell?

What is the established ratio of prisoners to transport officers? _____

Security Guard Force

Are uniformed security personnel provided to the building?

☐ Yes ☐ No

Is the security force (check all that apply):

	<u>Yes</u>	<u>No</u>	<u>Number</u>
Private	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sheriff's Employee	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sheriff's Contract	<input type="checkbox"/>	<input type="checkbox"/>	_____
Court Employee	<input type="checkbox"/>	<input type="checkbox"/>	_____
Court Contract	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Employee	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Contract	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other: (describe) _____

*** Please provide copies of all contracts for security services with both public and private entities.

Who is responsible for the hiring and supervision of the security staff?

Who completes, and to what extent are background investigations done on court security staff?

Does the building contain a staffed security office or command post? ☐ Yes ☐ No

What hours is it staffed? _____

<u>Staff Assignments</u>	<u>Number of Staff</u>	<u>Hours of Duty</u>	<u>Comments</u>
Building Security	_____	_____	_____
Weapons Screening	_____	_____	_____
Courtroom Security	_____	_____	_____

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Is the security force issued or allowed to carry:

	Yes	No
Handguns	<input type="checkbox"/>	<input type="checkbox"/>
Handcuffs	<input type="checkbox"/>	<input type="checkbox"/>
Non-lethal weapons:		
Baton	<input type="checkbox"/>	<input type="checkbox"/>
Flashlights	<input type="checkbox"/>	<input type="checkbox"/>
Tear / Pepper Gas	<input type="checkbox"/>	<input type="checkbox"/>
Two-way radios	<input type="checkbox"/>	<input type="checkbox"/>

What training have security personnel received?

If private security personnel carry weapons, what is the legal basis for them doing so?

If private security personnel arrest or detain people until arrested, what is the legal basis for them doing so?

Courtroom Security Survey

Date: _____ Floor and Room Number: _____

Are persons entering the courtroom area required to pass through weapons screening?

☐ Yes ☐ No

How many entrances does the courtroom have?

How many are private entrances?

How many are public entrances?

Is there a private secured route from the judicial chambers into the courtroom?

☐ Yes ☐ No

Is there a private secured route for prisoner transport into the courtroom?

☐ Yes ☐ No

Does the courtroom have:

an Armored Bench ? ☐ Yes ☐ No

List ballistic resistant material and rating if known: _____

Duress Alarms? ☐ Yes ☐ No

List locations: _____

Where do duress alarms ring? _____

Emergency Lighting? ☐ Yes ☐ No

Secured, keyed or light switches inaccessible to the public? ☐ Yes ☐ No

a Telephone? ☐ Yes ☐ No

Windows? ☐ Yes ☐ No

are they covered? ☐ Yes ☐ No

are they screened? ☐ Yes ☐ No

are they on ground level? ☐ Yes ☐ No

are they barred? ☐ Yes ☐ No

List other security related concerns or comments regarding courtroom: _____

Judicial Chambers Security Survey

Date: _____ Floor and Room Number: _____

Judge: _____

Are persons entering the chambers area required to pass through weapons screening?
☐ Yes ☐ No

How many entrances does the chambers area have? _____

How many are private entrances? _____ Number locked at all times: _____

How many are public entrances? _____ Number locked at all times: _____

How are each of the entrances monitored and access controlled? _____

Is there a private secured route from the judicial chambers into the courtroom? ☐ Yes ☐ No

Are prisoners transported through this area? ☐ Yes ☐ No

Does each chamber have:

a Lock on each door? ☐ Yes ☐ No

a Duress Alarm? ☐ Yes ☐ No

Is duress alarm portable? ☐ Yes ☐ No

Where does the duress alarm ring? _____

Emergency Lighting? ☐ Yes ☐ No

a Telephone? ☐ Yes ☐ No

Windows? ☐ Yes ☐ No

are they covered? ☐ Yes ☐ No

are they screened? ☐ Yes ☐ No

are they on ground level? ☐ Yes ☐ No

are they barred? ☐ Yes ☐ No

Is there a private secured elevator in the chambers area? ☐ Yes ☐ No

How is the elevator marked, and access and usage controlled? _____

How does uniformed security staff provide security to this area? _____

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What type of parking is provided for the Judge? _____

How is the parking space designated? _____

How is the parking area secured? _____

Is the parking area serviced by a secured elevator, or secured corridor for easy access to the secured chambers area? ☐ Yes ☐ No

Please describe the most serious incident to occur within your facility or courtroom:

What enhancements would you like to see to improve security or minimize disruption to the judicial process:

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Names of Key Personnel:

Chief Judge: _____

Court Administrator _____

Sheriff: _____

Court Security Chief: _____

Head of Building Maintenance: _____

Court Related Department Heads (e.g. Probation, FOC, Court Clerk)

NAME	Dept	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there an established Security Committee? ☐ Yes ☐ No

How often do they meet? _____

When was their last meeting? _____

What is their established function? _____

*** Please attach a list of security committee members, their department, and title.

*** Please attach copies of minutes from their last several meetings.

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Please make sure you attached all of the following requested materials:

- Copy of the last security survey and recommendations.
- Copies of your weapons policy, weapons screening policy, and any administrative orders regarding weapons, or weapons screening.
- A complete listing and description each security post and/or description of patrol duties and schedule.
- Copies of all contracts associated with the alarm system.
- Copies of each of the written emergency procedure plans.
- Copy of the most recent fire department inspection report
- Copies of all contracts for security services with both public and private entities.
- List of members of the security committee and their department and title.
- Copies of minutes from their last several security committee meetings.